

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2017-18

KKTM GOVERNMENT COLLEGE
PULLUT | KODUNGALLUR

The Annual Quality Assurance Report (AQAR) of the IQAC
KKTM Govt. College, Pullut, Kodungallur

Part – A

AQAR for the year	2017-2018
1. Details of the Institution	
1.1 Name of the Institution	KKTM GOVERNMENT COLLEGE
1.2 Address Line 1	PULLUT P O
Address Line 2	KODUNGALLUR
City/Town	THRISSUR
State	KERALA
Pin Code	680663
Institution e-mail address	kktmcollege.dce@kerala.gov.in
Contact Nos.	0480 2802213
Name of the Head of the Institution	DR. ANITHA I
Tel. No. with STD Code	0480 2802213
Mobile	8089370720
Name of the IQAC Co-coordinator	DR. JASEELA F
Mobile	9847372727
IQAC e-mail address	iqackktm@gmail.com
1.3 NAAC Track ID	KLCOGN13560
1.4 NAAC Executive Committee No. & Date	A4/934/2010 Dated 23-06-2016
1.5 Website address	www.kktmcollege.com
Web-link of the AQAR	http://www.kktmcollege.com/download/aqar2017_18.pdf

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity period
1	1 st Cycle	B	2.31	2008	5
2	2 nd Cycle	B	2.74	2016	5
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY				19-12-2007			
1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)							
i. AQAR 2011-12 30/03/2012				ii. AQAR 2012-13 30/03/2013			
iii. AQAR 2013-14 22/06/2015				iv. AQAR 2014-15 08/06/2016			
v. AQAR 2015-16 13/06/2016				vi. AQAR 2016-17 8/06/2017			
1.9 Institutional Status							
University state	X	Central	X	Deemed	X	Private	X
Affiliated College				Yes / No			
Constituent College				Yes / No			

Autonomous college of UGC					Yes / No				
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)					Yes / No				
Type of Institution					Co-education / Rural				
Financial Status					UGC 2(f) & UGC 12B				
1.10 Type of Faculty/ Programme ✓									
Arts	✓	Science	✓	Commerce	-	Law	-	PEI(Phys Edu)	-
TEI(Edu)	-	Engineering	-		Health Science	-	Management	-	
Others(Specify)					-				
1.11 Name of the Affiliating University (<i>for the Colleges</i>)					UNIVERSITY OF CALICUT				
1.12 Special status conferred by Central/ State Government -- UGC/CSIR/DST/DBT/ICMR etc									
Autonomy by State/Central Govt. / University					NO				
University with Potential for Excellence					NO				
DST Star Scheme					NO				
UGC-Special Assistance Programme					NO				
UGC-Innovative PG programmes					NO				
UGC-COP Programmes					NO				
UGC-CPE					NO				
UGC-CE					NO				
DST-FIST					NO				
Any other (<i>Specify</i>)					NO				
2. IQAC Composition and Activities									
2.1 No. of Teachers					12				
2.2 No. of Administrative/Technical staff					2				
2.3 No. of students					1				
2.4 No. of Management representatives					0				
2.5 No. of Alumni					1				
2.6 No. of any other stakeholder and community representatives					3				
2.7 No. of Employers/ Industrialists					0				
2.8 No. of other External Experts					1				
2.9 Total No. of members					20				
2.10 No. of IQAC meetings held					2				
2.11 No. of meetings with various stakeholders:					No.	2	Faculty	2	
Non-Teaching Staff	1	Students	3	Alumni	1	Others	-		

2.12 Has IQAC received any funding from UGC during the year?					YES / NO				
If yes, mention the amount					NA				
2.13 Seminars and Conferences (only quality related)									
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC									
Total Nos.	1	International	0	National	0	State	0	Institution Level	1
(ii) Themes					Teaching Excellence for Science Teachers				
2.14 Significant Activities and contributions made by IQAC									
IQAC plays an active role in providing timely intimations to teachers and students regarding various opportunities for research and academics. Under the initiative of IQAC, Science departments of the college has applied for the Student Project fellowship instituted by KSCSTE for the degree students and 9 projects has been approved for financial assistance by KSCSTE under their SPYTIS II program. IQAC provides all help and guidance in applying for financial assistance for the celebration of important days like National Science Day (Funded by KSCSTE), Wet Land Day etc. Stakeholders and External experts of IQAC closely associates with the College for the conduct of the same and act as resource persons and Judges during such ventures. Various infrastructure facilities for students were set up by IQAC. IQAC also associated for the conduct of Sastrayan, an initiative by RUSA for popularizing Science. Under the initiative of IQAC application for DBT Star Scheme has been prepared and submitted to DBT.									
2.15 Plan of Action by IQAC/Outcome					Annexure I				
The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year									
Plan of Action					Achievements				
At the beginning of the academic year itself IQAC in association with different departments plans various activities and try to implement them without much changes in the time schedule as permitted by other academic activities.					Other than minor changes in the schedule due to university examinations rescheduling, most of activities could be completed on time.				
1. Lecture series					1. Students gained a better perspective about recent trends in different academic, literary and research areas.				
2. Weekly poetry discussion programs					2. Enthuse students to understand and enjoy poetry of all ages				
3. Bhahuvachanam-debate and discussion					3. The multidisciplinary program offers opportunity to students, teachers and others interested in contemporary issues of public interest to converse and interact with each other.				
4. Promoting Science Education Program					4. Various programs like exhibitions, competitions, celebrations, Seminars, workshops, training sessions helped boost up the team work, organizational capacity, increase in depth of knowledge, enthusiasm and interest to take up science as a subject of higher studies and career option.				
5. Extension activities					5. Programs led by NSS units and departments and clubs instil in the students a sense of belonging, inculcate compassion for fellow men, identify their social				

	responsibility and remind them of their duty towards their parents, society and nation.
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** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body			YES / NO		
Management	-	Syndicate	-	Any other body	IQAC
Provide the details of the action taken					
AQAR placed in IQAC and approved for final submission					

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Program	Number of existing Programs	Number of programs added during the year	Number of self-financing programs	Number of value added / Career Oriented programs
PhD	-	1	-	-
PG	3	-	-	-
UG	7	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	1	-	-	1 (ASAP)
Others	-	-	-	-
Total	11	1	-	1
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	10
Trimester	0
Annual	0

1.3 Feedback from stakeholders* (*On all aspects*)

Alumni	-	Parents	-	Employer	-	Students	√
Mode of feedback							
Online	-	Manual	√	Co-operating schools (for PEI)		-	
<i>*Please provide an analysis of the feedback in the Annexure</i>							
1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.							
Syllabi of most UG courses have been revised w.e.f. 2014							
1.5 Any new Department/Centre introduced during the year. If yes, give details.					YES		
Research Centre in Department of Malayalam							

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Assistant Professors	Associate Professors	Professors	Others
51	50	1	0	-

2.2 No. of permanent faculty with Ph.D. 14

2.3 No. of Faculty Positions Recruited (R) and Vacant(V) during the year

Assistant Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	3	1	-	-	-	-	-	1	3

2.4 No. of Guest and Visiting faculty and Temporary faculty	Guest	4	FDP substitute	5
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2.5 Faculty participation in conferences and symposia

No. of Faculty	International level	National level	State level
Attended	4	46	11
Presented papers	2	16	5
Resource Persons	2	14	9

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- All departments conduct ICT enabled teaching and learning activities, systematic formative evaluation process and timely remedial measures.
- Peer Teaching- Selected students with outstanding skill in specific areas of the curriculum are assigned with a group of students for mentoring and monitoring their progress.
- Teaching is not just through lecture mode. Emphasis is given on discussions and interactions as well as lab oriented practical sessions.
- Teaching through animations, interesting videos and documentaries.
- Field visits to acquire first -hand information are made a part of study.
- Uses Virtual labs for Science practical sessions and Language lab for teaching phonetics.
- Conduct of lecture series by PG Departments of Mathematics, History and Malayalam.
- Bahuvachanam- A common Platform for the PG Departments of Malayalam and History for debating the contemporary Theory and socio-cultural issues and approaches. This forum is not restricted to Malayalam and History people but is open to all subject areas. Anyone who wish to present a topic of common interest is welcome to present papers.
- Vayana vaaram (Reading week) -A program of Malayalam Department to enhance the reading tastes of students is conducted for a week (19-22 June 2017) starting from the death anniversary of the pioneer of Kerala 'Granthasahala Prashtanam- K.N.Panicker.

j. Kavithayakkoppam- is yet another weekly program conducted by students to read and appreciate the Malayalam poetry of various ages. k. Organizing different exhibitions and seminars for motivating students to do team work as well to help them understand coordination of various programs of academic and co- curricular activities. l. Academic audit including result analysis and regular PTA meeting to discuss and find solutions to the academic issues if any faced by students. m. Projects like Know your Campus Greens, Taxonomy Garden and Live Museum, New Day New Plant of Department of Botany all aims at acquainting the students with the floral diversity, its uses and awareness for its conservation. n. Department of Malayalam publishes a Research Journal called Malayala Pacha and maintains a Department Library-MN Vijayan Library.	
2.7 Total No. of actual teaching days During this academic (Excluding examination and study leave)	182
2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)	
Common internal examination system twice during a semester, surprise tests in some classes.	
2.9 No. of faculty members involved in curriculum restructuring / revision /syllabus development as member of Board of Study / Faculty / Curriculum Development workshop	3
2.10 Average percentage of attendance of students	89%

2.11 Course /Programme wise distribution of pass percentage

Title of the Programme	Total no. of Students Appeared	Division				
		Distinction	1 st Class	2 nd Class	3 rd Class	Pass (%)
BA History	30	-	-	3	8	43
MA History	14	-	6	7	-	93
BA Malayalam	27	4	5	1	-	37
MA Malayalam	12	1	2	8	-	92
B.Sc. Mathematics	27	-	8	-	-	30
M.Sc. Mathematics	20	-	8	3	1	60
B.Sc. Applied Physics	32	3	11	-	-	44
B.Sc. Polymer Chemistry	26	-	35	-	-	35
B.Sc. Botany	24	1	5	1	1	33.3
B.Sc. Zoology	28	4	14	-	-	64.3

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes

IQAC has introduced the teacher's diary and teacher's plan and insists on conducting internal exams on time.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	5
Faculty exchange programme	0
Staff training conducted by the university	-
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	2
Others	1

2.14 Details of Administrative and Technical staff

Category	Number of			
	Permanent Employees	Vacant Positions	Permanent positions filled during the Year	Positions filled temporarily
Administrative Staff	28	-	-	-
Technical Staff	Lab assistants are considered as administrative staff			

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution							
IQAC informs and encourages teachers to take up minor and major research projects of UGC. Departments are also encouraged to conduct national level seminars/workshops on major research areas. IQAC provides information and guidance related to preparation of project proposals, deadlines for various fellowships. IQAC also promotes student project fellowships. Regularly intimates announcements regarding project fellowships and notifications.							
3.2 Details regarding major projects				-			
3.3 Details regarding minor projects							
	Completed		Ongoing		Sanctioned		Submitted
Number	-		-		-		-
Outlay in Rs. Lakhs	-		-		-		-
3.4 Details on research publications							
	International		National		Others		
Peer Review Journals	10		16		-		
Non-Peer Review Journals	-		-		20		
e-Journals	-		20		-		
Conference proceedings	3		5		-		
3.5 Details on Impact factor of publications							
Range	9-10	Average	-	h-index	5	Numbers in SCOPUS	4
3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations							
Nature of the Project		Duration (Year)	Name of the funding Agency		Total grant (Rs.)		
					Sanctioned		Received
Major projects		-	-		-		-
Minor Projects		-	-		-		-
Interdisciplinary Projects		-	-		-		-
Industry sponsored		-	-		-		-
Projects sponsored by the University/ College, Museum, Portrait and Photo gallery, Herbal garden		-	-		-		-
Students research projects <i>(other than compulsory by the University)</i>		17-18	KSCSTE		74000.00		74000.00
Any other(Specify)		17-18	RUSA (Sastrayan)		200000.00		200000.00

Total			274000.00	274000.00
3.7 No. of books published				
i) With ISSN No.	6	ii) With ISBN No.	5	
Chapters in Edited Books		6		
3.8 No. of University Departments receiving funds from NA				
UGC-SAP	-	CAS	-	DST-FIST
				DPE
				DBT Scheme/funds
				-
3.9 For colleges				
Autonomy	-	CPE	-	CE
				-
DBT Star Scheme	-	Any Other (specify)		-
3.10 Revenue generated through consultancy				
Consultancy is provided free of cost				
3.11 No. of conferences organized by the Institution				
Level	International	National	State	University
				College
Number		9	9	-
				25
Sponsoring agencies	-	DCE, KSCSTE	DCE, KSCSTE, Dept. of Social Forestry, Thrissur	-
				Department of Malayalam, PTA
3.12 No. of faculty served as experts, chairpersons or resource persons			10	
3.13 No. of collaborations				
International		National		Any Other
				1
3.14 No. of linkages created during this year			-	
3.15 Total budget for research for current year in lakhs				
From Funding agency			Directorate of Collegiate Education	
Total			2.25 L	
From Management of University			Nil	
3.16 No. of patents received this year			Nil	
Type of Patent				Number
National	Applied			Nil
	Granted			
International	Applied			Nil
	Granted			
Commercialised	Applied			Nil
	Granted			
3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year				
International	National	State	District	University
				College
				Total

-	-	-	2	-	2	4
3.18 No. of faculty from the Institution who are Ph.D Guides					1	
No. of students registered under them					1	
3.19 No. of Ph.D awarded by faculty from the Institution					Nil	
3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)						
JRF	-	SRF	-	Project Fellow	-	Any Other -
3.21 No. of students Participated in NSS events						
University Level		50		State Level		55
National Level		-		International Level		-
3.22 No. of students participated in NCC events				Nil		
University Level		-		State Level		-
National Level		-		International Level		-
3.23 No. of Awards won in NSS				Nil		
University Level		-		State Level		-
National Level		-		International Level		-
3.24 No. of Awards won in NCC				Nil		
University Level		-		State Level		-
National Level		-		International Level		-
3.25 No. of Extension activities organized						
University Forum		-		College Forum		
NCC	-	NSS	12	Any other	1	
3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility						
Under the leadership of National Service Scheme (NSS), the college offers many extension activities to the society. Various activities are organized by the departments and clubs which also help to educate the students about their social responsibilities.						
⇒ Celebration of important days like World environment Day, World Ozone Day, World Food Day, World Water Day, World Wet Land Day, World Forest Day, Energy Conservation day etc are celebrated by conducting programmes like Quiz, painting, drawing, poster making competitions, thematic exhibitions, awareness lectures etc.						
⇒ Showing compassion to fellow beings is a big lesson being taught to our students. Our NSS volunteers did various activities like Road Construction, Well Cleaning, Surveys etc during the residential camps. They helped with the cleaning of the Old age home and spend quality time with them.						
⇒ Regular cleaning work is carried out by the NSS volunteers in some of the Adopted wards in Kodungallur.						
⇒ Campaigning against the use of drugs is done during the program Vimukthi-Anti Drug Activity.						
⇒ Dealing with natural disasters and being a part of nation building our students offered various services to the people affected by OKHI disaster in Eriyad area of Kodungallur.						

- ⇒ Not only the students, but also our faculty do their share of extension activities. Some of the faculty members gave invited talks on the occasions like Independence Day Celebration, International Women's day Celebration conducted by various social and cultural organizations.
- ⇒ As part of the institutional responsibility, faculty members act as resource persons in various academic programmes in other institutions and also consultancy services.
- ⇒ Institution conducts exhibitions and workshops especially for school students and the public. During Sastrayan 2018, exhibitions of canonical/ classic writers of English Literature and screening of classic film adaptations and phonetics video classes to the public especially school students.
- ⇒ Department of Malayalam organized DTP training in Malayalam for Women as part of Women empowerment. Also conducts UGC NET coaching for pass out students.
- ⇒ Students Union collects food packages and distribute to needy people.
- ⇒ Conducts coaching classes for various competitive exams. Help with free online registration for PSC exams.

Criterion – IV

4.Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities								
Facilities		Existing	Newly created	Source of Fund		Total		
Campus area		25 acres	Nil			25 acres		
Class rooms		26	Nil			26		
Laboratories		7	Nil			7		
Seminar Halls		1	Nil			1		
Audio Visual Room		1	Nil			1		
PTA Room, Vice Principal's room, Staff recreation room		1 each				1 each		
No. of important equipment purchased (\geq 1-0 lakh) during the current year		Nil	Nil	-		-		
Value of the equipment purchased during the year in lakhs			3.91Lakh	Plan Fund-DCE		3.91Lakh		
Others			14.92lakh	Plan Fund-DCE		14.92 lakh		
4.2 Computerization of administration and library								
The administrative activities are computerized. The construction of new library block is completed. Interior arrangements are going on.								
4.3 Library services								
	Existing		Newly added		Total			
	No.	Value	No.	Value	No.	Value		
Text Books + Reference Books	35203		-		35294			
e-Books								
Journals								
e-Journals			NLIST subscription 6000.00					
Digital Database								
CD & Video			75					
Others (specify)			20 Periodicals					
4.4 Technology up gradation (overall)								
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	85	1	10	-	-	9	37	27
Added	15	0	-	-	-	10		
Total	100	1	10	-	-	19	37	27
4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)								
Students are given access to computers and internet in the departments on need basis. Centralized Optical fibre cabling and networking has been done								

4.6 Amount spent on maintenance in lakhs	
i) ICT	1.3L
ii) Campus Infrastructure and facilities	
iii) Equipment	
iv) Others	
Total	1.3L

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services													
IQAC encourages teachers to organize activities for the all-round development of students. Teachers are given instructions to make the students aware of the various scholarships, fee concessions, higher study options employment opportunities etc. Career and counselling cell, Entry into service schemes etc are also functioning in the college. Teachers act as internal mentors for WWS, SSP etc. With support from IQAC, the Online live classes of ORICE is being conducted in the college.													
5.2 Efforts made by the institution for tracking the progression													
Internal exams, class PTA meetings, informal interaction with students etc. are used to gain information about the progress of students. Common problems are addressed at the department level/college level. Schemes like SSP, WWS and remedial coaching are used to help the progression of students. The college is part of ORICE-Online Resource Initiatives Of Collegiate Education which imparts special coaching to students on need basis like skill development in English language, Beyond Syllabi etc.													
5.3 (a) Total Number of students						UG		PG		PhD		Others	
						757		108		1		-	
(b) No. of students outside the state						Nil							
(c) No. of international students						Nil							
(d) Percentage of Men/Women						Men			Women				
						No.		%		No.		%	
						238		28		627		72	
Last Year 2016-17						This Year 2017-18							
General		SC	ST	OBC	Physically Challenged	Total	General		SC	ST	OBC	Physically Challenged	Total
83		116	1	577	5	782	195		120	5	545	5	865
Demand ratio				70%		Dropout %				2.78			
5.4 Details of student support mechanism for coaching for competitive examinations (If any)													
Provides orientation lectures to students to make them aware of the various educational and career opportunities. Entry to service scheme provides coaching for various competitive exams including PSC, bank test etc. Organizes regular coaching classes for NET/JRF in Malayalam, History and Mathematics. Spoken Tutorial Program on Free and Open Source Software is also provided.													

No. of students beneficiaries				100-250			
5.5 No. of students qualified in these examinations							
NET	3	GATE	-	SET	-	CAT	-
IAS	-	IPS	-	PSC	-	OTHERS	-
5.6 Details of student counselling and career guidance							
<p>Career guidance cell organized a number of programmes during the academic year of 2017-18. Classes were taken in the various topics such as career opportunities, overseas employment, how to attend an interview etc. were taken by experts in the subject matter. Most of the classes focused on the final year graduate and post graduate students because they were ready for employment. There are also programs catering to all students which oriented them about various career prospects, how to choose a career and other related issues.</p> <p>One of the most attended and appreciated class was on the topic CIVIL SERVICE ORIENTATION by Enrich Academy, Kodungallur, which explained about “How to prepare for IAS examinations”. The trainer detailed about various steps from applying for the examination to preparing for the interview. The class was attended by almost all the students in the college.</p> <p>ATEES staff provided training to the students on the Student Online Reward Test (SORT) which was helpful to equip them with competence and educational qualification on various aspects of employment in the industrial field. The test also assessed the aptitude of the students on their suitability to this career.</p> <p>Around 25 students attended the interview conducted by Galaxy Institute of Management, Irinjalakuda, which gave them a real time experience of attending an interview and also helped a few students to get into employment after the completion of the course.</p>							
No. of students benefitted				500			
5.7 Details of campus placement							
On campus						Off Campus	
Number of Organizations Visited		Number of Students Participated		Number of Students Placed		Number of Students Placed	
1		25		8		27	
5.8 Details of gender sensitization programmes							
<p>Women cell organized classes on adolescent Health care and sex education by leading gynaecologists-Dr. Meera and Dr. Sreeja from Saroja Hospital, Thrissur. Acouncelling class for ladies was conducted by Smt. Jisha Abraham, Counselling faculty, Bharathiya Vidya Bhavan, Kodungallur.</p>							
5.9 Students Activities							
5.9.1 No. of students participated in Sports, Games and other events							
State/ University level	13	National level	-	International level	Nil		
No. of students participated in cultural events							
State/ University level	25	National level	-	International level	Nil		
5.9.2 No. of medals /awards won by students in Sports, Games and other events							
Sports:							

State/ University level	3	National level	-	International level	-
Cultural:					
State/ University level	2	National level	-	International level	-
5.10 Scholarships and Financial Support					
			Number of students	Amount	
Financial support from institution			-	-	
Financial support from government			443	7607047.00	
Financial support from other sources				85000.00	
Number of students who received International/ National recognitions			Nil	-	
5.11 Student organised / initiatives					
Fairs:					
State/ University level	-	National level	-	International level	-
Exhibitions:					
State/ University level	1	National level	-	International level	-
5.12 No. of social initiatives undertaken by the students			6		
5.13 Major grievances of students (if any) redressed			Nil		

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution
<p>Enlightenment of the society at large by endowing all students with value- oriented higher education, excellent expertise to face the challenges of life, wisdom to acquire mastery in life skills, aptitude to transform India into a happy, prosperous and powerful nation and empowerment for a worthy global citizenship.</p> <p>To provide high quality value based higher education to the students by offering equitable educational opportunities through ample access to the best human and material resources facilitating excellent education in science and technology as well as literature and humanities in a conducive learning environment, thus paving way to overcome the social, economic, and educational backwardness of the region.</p>
6.2 Does the Institution has a management Information System
<p>Principal gets first-hand information about the functioning of the system in the director's meetings, through formal and informal meetings with teachers, students, and non-teaching staff. The institution head gets information about the functioning of the system through various formal and informal meetings with teachers, students and non-teaching staff individually and collectively. Issues raised in the college council, constituted by all heads of the departments, JS of office and librarian are given due consideration and necessary action taken without delay.</p>
6.3 Quality improvement strategies adopted by the institution for each of the following:
6.3.1 Curriculum Development
<p>Being an affiliated college under the university of Calicut, the institution has only meagre role in framing the curriculum. Many of the faculty members extend their expertise as members of board of studies of various disciplines. Their familiarity with the learners and their socio economic background definitely directs them in framing a paedocentric curriculum and in formulating various allied activities which are 'inclusive'. The institution, by considering the regional needs, has opted for unconventional courses in Physics and Chemistry viz., Applied Physics and Polymer Chemistry respectively having potentials to link directly to industries.</p>
6.3.2 Teaching and Learning
<p>Relentless efforts are always on to make the learning environment conducive to learners. Ever since its inception, "inclusive education", that caters to the needs of all and considers all learners without any discrimination, has been the moto of this institution. Ample emphasis is laid on co- operative, motive -driven, and goal oriented teaching learning environment. Special attention is given on annihilating gender disparities and women empowerment. Making science and its outcomes to reach up to the laymen is another thrust area and various programmes in promoting science education are being organized for the same. Efforts are also made to alleviate the gap between academics and society.</p>
6.3.3 Examination and Evaluation
<ul style="list-style-type: none">* Gives ample stress on formative evaluation; internal assessment via various strategies.*Opportunity to get acquainted with the ever expanding arenas of knowledge; assignments.*Individualised and peer monitored assignments.*Evaluation (summative) generally carried out in CV camps.*Other strategies employed; PPT presentation sessions, project works- individual and Group.

6.3.4 Research and Development				
<ul style="list-style-type: none">❖ Department of Malayalam has initiated procedures to get elevated to a research department. Preliminary sanction has been obtained for established of research centre.❖ INFLIBNET access to researchers and students for sifting information.❖ Various opportunities for updating and communicating research; seminars and workshops.				
6.3.5 Library, ICT and physical infrastructure / instrumentation				
The college has a library with more than 35000 books. A new library block is completed and interior arrangements and electrification process is going on. The college has language lab, computer literacy cell, Network resource centre and computer science lab. All the departments and office have computers with internet.				
6.3.6 Human Resource Management				
The large number of co-curricular and administrative activities of the college are entrusted to various teachers based on their talent, aptitude, expertise and experience. Hence optimum utilization of human resources is ensured.				
6.3.7 Faculty and Staff recruitment				
Recruitment of permanent staff and faculty are done by Public service commission. Temporary teachers are appointed at the college level following government norms				
6.3.8 Industry Interaction / Collaboration				
By organizing workshop by collaborating with various industries and scientific research institutes on and off, the campus facilitate the students with erudite and expert guidance in the respective fields.				
6.3.9 Admission of Students				
Strictly following university and government norms issued from time to time.				
6.4 Welfare schemes for Teaching, Non-teaching staff and students				As per government norms
6.5 Total corpus fund generated				
6.6 Whether annual financial audit has been done				Yes/ No
6.7 Whether Academic and Administrative Audit (AAA)has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Agency
Academic	NO	-	Yes	Respective Departments
Administrative	Yes	Kerala Gov.		
6.8 Does the University/ Autonomous College declares results within 30 days?				
For UG Programmes			Yes/No	
For PG Programmes			Yes/No	
6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?			NA	
6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?			NA	

6.11 Activities and support from the Alumni Association
<ul style="list-style-type: none"> ❖ Avenue tree Planting in campus on July 3, 2017. ❖ Organ Donation Awareness class was conducted on November 16, 2017 in association with the NSS of the college. During the occasion Organ Donation Agreement was obtained from volunteers. ❖ Has constituted an Endowment Award for the student who excels in English. ❖ Home for the homeless: Fund raising for House construction for a student of the college.
6.12 Activities and support from the Parent- Teacher Association
The PTA of the college is a pillar of support to all the immediate and indispensable needs of the college. It funds for the various activities of the college and has recruited a security guard for the college. PTA takes part in all the developmental activities of the college including academic audit, cleanliness of the campus, and the extension activities for the society. It also helps to keep the decorum and discipline in the campus.
6.13 Development programmes for support staff
Frequent training at institute for management in government (IMG)
6.14 Initiatives taken by the institution to make the campus eco-friendly
Greening of campus through the establishment of department gardens, Planting of tree saplings, Organic vegetable cultivation, Green composting are some of the major initiatives taken towards being eco- friendly. Furthermore, emphasis is given on spreading the importance of Triple R - Reduce-Recycle-Reuse. To this end every effort is done to keep the use of plastic minimal and also care is taken to reuse of plastic waste especially as flower pots for planting. Last working day of every month is scheduled for Campus cleaning with an aim to clear out the campus of wastes in particular plastic waste. Rain water harvesting is being done to ensure sufficient water supply and drip irrigation is practiced to minimize water use and wastage.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.
<p>Various departments of the college implement their own innovative approaches to make teaching learning more productive. For smooth functioning of the office, add on are made at the administration level too. These in turn makes a positive impact on the functioning of the institution. Some of the major innovative approaches adopted are listed below</p> <ol style="list-style-type: none">Department of Malayalam has been upgraded to a Research Department during the year and it publishes a Research Journal named “Malayala Pacha”.Establishment of MN Vijayan Library is one innovative way to making learning and research interesting for literature lovers.Department of Malayalam has constituted ‘MN Vijayan Award’ for the best BA project/dissertation for promoting literary research and motivating youngsters to take up literary pursuits.To uphold the moto of the department- “Know nature, Love nature, Live in harmony with nature”- Department of Zoology conducted a series of field visits to give the students an exposure to the beauty of nature and give awareness about the need for the conservation of nature. Students of VI semester B.Sc. Zoology visited Chimmoney Wildlife sanctuary, Thrissur and Nelliampathy Reserve forest. They visited Zoological Survey of India Regional Station, Kozhikode to get acquainted with research arenas and significant investigations related to Biodiversity.Use of audio visual equipment and smart class rooms for the delivery of classes especially the language classes using audio and video telecasting especially to teach phonetics. Extensive use of English language lab and the various modes of curriculum transaction including discussion and presentation alongside usual lectures to make the classes more interesting and lively.Practise for perfection: Department of Botany conducts hands on training for various techniques including cytology, microbiology and Phytochemistry. Department conducted hands on training for Plant Tissue Culture for teachers and students.Use of virtual labs for induction training for practical sessions is one innovative approach which helps train science students to practice lab sessions.Kavithaykkoppam (poem review programme), M N Vijayan charchavedi (debate on contemporary issues), Alternate Archives of magazines and Photo gallery of literary figures are being done for making study of Malayalam literature innovative and interesting.Bahuvachanam- A common Platform for the PG Departments of Malayalam and History for debating the contemporary Theory and socio-cultural issues and approaches.
7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year
<p>Every academic year begins with a planning of activities to be done during the year. Discussions are done at various levels starting from the departments, reviewed by the IQAC and approved by the College council. An academic calendar is prepared with tentative dates earmarked for both academic and co-curricular activities including sports, arts and extension activities. The implementation of the same is being carried out by various departments, clubs and student union. The College council and the IQAC will oversee the implementation of the plans and the whole process will be reviewed in subsequent meetings and changes are introduced as and when need arises.</p>
7.3 Give two Best Practices of the institution (<i>please see the format in the NAAC Self-study Manuals</i>) ANNEXURE II
<p>The college has many a number of projects which can be labelled as “Best Practices” of the college. To name a few the college relentlessly work towards Popularizing Science through one</p>

<p>of best rated projects- Promoting Science Education. Making an impact on the lives of not only the students and staff of the college, the college does extension activities at societal level- Snehasparsham: the Touch of Love- with the help of various departments and clubs especially the National Service Scheme (NSS) of the college. Presence of a very vibrant, cooperating and supporting PTA which helps with regular conduct of PTA meetings for assessing student progression and planning and executing development activities in the college is a very good practice our institute is proud of. (Details in Annexure II)</p>	
7.5 Whether environmental audit was conducted?	Yes/No
7.6 Any other relevant information the institution wishes to add (for example SWOT Analysis)	
<ul style="list-style-type: none"> o Strengths – Well qualified and dedicated teaching staff. Highly committed non-teaching employees. Adequate physical infrastructure including established laboratories, library books, good extension activities through NSS. o Weakness – Lack of vocational courses, transfer of teachers affect the quality of education, lack of student hostels. o Opportunities – Mobilization of funds through more research projects, motivated teaching faculty, UGC assistance, ASAP, Support from PTA. o Challenges – Networking with institutions of higher learning, mobilization of resources from Government and other funding agencies. Insufficient funding, Delay in implementing decisions due to government procedures, introduction of more PG and value added courses. 	
8.Plans of institution for next year	
<p>⇒ The major plan for the upcoming year is to upgrade all the UG Departments of the college to PG departments and all PG departments to Research Centres. Applications has been given to the University for adding new courses, both UG and PG. University monitoring has been completed and initiatives has been taken to do the needful to get Government sanction as and when university approval is attained.</p> <p>⇒ Establishment of the Research Centre of Malayalam- first research centre of Malayalam in Thrissur District.</p> <p>⇒ Complete digitization of the library and shifting of the library to the new Library complex.</p> <p>⇒ Establishment of a Conservatory for Orchids of Kerala and setting up of an Orchidarium.</p> <p>⇒ Expansion of MN Vijayan Library.</p> <p>⇒ Language Departments intends to conduct a one day seminar on a contemporary academically relevant topic which is pertinent to all disciplines of students. English Department proposes to conduct several literary contests such as elocution, debate competition etc for all students. Screening of classic movie adaptations and video classes. The Department also plans to give some classes and talks to improve the communication skills of students.</p> <p>⇒ Department of Hindi proposes to bring out a Handwritten Literary Magazine, continue with A WORD A DAY – A Programme for familiarizing Hindi word and its meaning to all, conduct training in Hindi DTP, organize a National Seminar and Celebrate Hindi Day with various activities.</p> <p>⇒ Department of Computer Science plans to extend the computer literacy programme to underprivileged areas of society.</p> <p>⇒ Department of Botany wishes to take forward the activities related to Promoting Science Education.</p>	



Signature of the Coordinator, IQAC
Name: DR. JASEELA F



Signature of the Chairperson, IQAC
Name: DR. ANITHA I

Annexure I

Academic calendar 2017-18			
Sl. No.	Program		Tentative Dates
1	Re opening of the Institution		June 1, 2017
2	Admission		June, 2017
3	World Environment Day		05/06/2017
4	Starts the activities of NSS		05/06/2017
5	PTA General Body		July 2017
6	Onam celebrations	:	August, 2017
7	World Ozone Day Celebration	:	September 16, 2017
8	World Food Day Celebration	:	October 16, 2017
9	College Union election	:	November, 2017
10	College Union Inauguration		November, 2017
11	Christmas celebrations	:	23/12/2017
12	NSS 7 day special camp	:	23/12/2017 to 30/12/2017
13	Fine Arts Festival	:	January, 2018
14	World Wet Land Day	:	02/02/2018, 08/02/2018
15	National Science Day		07/02/2018
16	Sports day	:	09/03/2018
17	College day (Annual Day)	:	13/03/2018
18	Celebration of World forest Day	:	21/03/2018
19	Celebration of World Water Day	:	22/03/2018
20	Merit Day	:	February, 2018
21	Internal and External examination	:	Various dates
22	Class PTA Meeting	:	Various dates
23	Lecture series by Departments of Malayalam, History, Mathematics	:	Monthly program
24	Kavithaykkoppam- Poetry Discussion	:	Weekly program
25	Bhahuvachanam- Research paper presentation	:	Monthly program
26	Seminar/ workshops	:	Various dates
27	Sastrayan	:	February 2018
28	Student Union activities	:	Various dates

Annexure II

Title of the Practice – Promoting Science Education

Goal:

“**Promoting Science Education**” is a continuing project spearheaded by Department of Botany. The project has been recognized as one of the Best Practices of the college as part of the Strategic Development Plan of the College. Through this project students are motivated to take up Science education and select science as a choice for career. This is being achieved through series of Interactive lectures, hands-on practical training as well as motivational workshops. Students are made a part of the conferences/ seminars and symposia being organized by various science departments with external funding (DCE, UGC, KSCSTE etc.). This is done with an aim to provide opportunity to them to understand the progress in the field of science and technology. Apart from this, the youngsters also get to converse and interact with the eminent scientists and academicians during such events. To boost up the scientific temper of the students the Science Departments motivates even the UG students to present papers and posters based on their project works during such seminars.

The Context:

Under the Educational Innovation Scheme of the UGC, the Department of Botany in association with Shiksha Trust, Hyderabad and Inspire Learning Classrooms Pvt. Ltd., (Kerala), started this project as an extension activity venture to extend their services to the society to Promote Science Education among the School students of selected Govt. Schools in and around Kodungallur. The students of the department acted as ‘Student Tutors’ during these training program for school children which helped them to hone their skills in various science activities as well as boosted up their self-confidence and team spirit.

The Practice:

This programme which was officially inaugurated on February 19, 2015 by the veteran educationalist and motivational speaker **Dr. T P Sasikumar**, the chairman of **Shiksha Trust** and Founder Director of Destination IAS. Later all the science departments joined together to take this forward as a Best Practice of the institution. As continuation of the programme, various programmes were organized by the Science departments during 2017-18.

- ❖ Department of Botany organized Lecture workshop on “**Frontiers in Biotechnology**” (November 22-23, 2017) for teachers and students with the support of Directorate of

Collegiate Education (DCE), Govt. of Kerala. Provided hands on wet lab experience on Plant Tissue Culture.

- ❖ A Lecture on ‘**Self -discipline by studying Mathematics**’ was conducted by Department of Mathematics on July 11, 2017.
- ❖ Students of final year degree course were encouraged to apply for the **Scheme for Promoting Young Talents in Science (SPYTiS)**, supported by Kerala State Council for Science, Technology and Environment (KSCSTE). **Nine projects got accepted** and financial support was released for taking up mini projects on various topics including Physics, Chemistry, Botany and Zoology.
- ❖ **Science Awareness Week** (November 7th to 14th) was celebrated under the leadership of NSS units of the college. During the Science Awareness Week Celebration various classes to Popularize Science were conducted in association with Sastrasahitya Parishath.
- ❖ To Promote Science Education, **National Science Day** was celebrated on February 7, 2018 with the financial support from KSCSTE. The theme for the day was **Science For Sustainable Future**. The celebration included an orientation lecture for College and school teachers on **Teaching Excellence for Science Teachers** by Prof. NR Premakumar, quiz competition for school students and elocution competition for college students.
- ❖ All the science departments of the college took part in **Science Popularizing** event of the Government of Kerala- **SASTRAYAN**- during February 27-28, 2018. During the event exhibitions, lectures, documentaries and competitions were organized for students (both school and college), teachers and public.
- ❖ **Computer Literacy to Kudumbasree Members** was a well appreciated event organized by Department of Computer Science during Sastrayan.
- ❖ The Department of Physics has an **Electronics Club** which is a hobby group that aims to teach and help students to understand the seemingly incomprehensible electronic gadgets in the world today, and also assists them in developing their own devices. The LED bulbs assembled by the final year B. Sc Applied Physics students were exhibited and put on sale during Sastrayan.

Title of the Practice – Snehasparsham: the Touch of Love

Goal:

The aim of this practice is to provide an interface between the campus and the society. It is mainly an outreach program to offer community level services by the campus. It makes it a mandate to put to use the facilities and expertise available with the institute to the best services of the community. This best practice is spearheaded by the National Service Scheme (NSS) in association with all the Departments of the college and various clubs like Nature club, Bhoomitra club and the students union.

The Context:

Government institutions like our college should be of service to the public if the real purpose of the institution is to be served. Apart from the primary duty of imparting academic excellence to the students-the primary stakeholders- the institution should consider the other stakeholders majority of which comes under the general public in and around the college. Through providing services to the society, we would not only be doing an extension activity but also is realizing the Vision and Mission of the institute- Enlightenment of the society and empowerment for a worthy global citizenship. Community interactive activities will also help to inculcate in the young minds of the students a sense of social responsibility. These ventures will furthermore open up new gateways to overcome the social, economic, and educational backwardness of the region.

The Practice:

Snehasparsham- includes many activities which are intended to be of benefit to the society, which gives life lessons to students to grow into responsible citizens who respects the rights of others, believes in gender equity, show environmental responsibility and overall empathy and reverence to fellow beings. Activities are designed to give special emphasis on women empowerment and self- employment. Gives thrust to getting to know our tradition and history. Regular campus cleaning, Reusing Plastic Waste, popularizing triple R (Reduce-Reuse-Recycle), greening of the campus, establishment of teaching herb garden, celebrating various days related to environment etc. are some of the best practices relating to this. Various activities under taken during the year towards this venture are briefed.

- ❖ NSS led the World Environmental Day celebration in the college on June 5, 2017. With the collaboration of Kerala Forest Department and Bhoomitra Sena and Nature clubs of the college, plants were distributed to students and trees were planted in the campus

as part of greening of the campus. Tree saplings were also distributed among staff and interested public.

- ❖ On the occasion of Gandhijayanthi (October 2nd), extensive campus cleaning was undertaken. Initiatives to establish a **Biodiversity Garden** was inaugurated by Smt. Suma Narayanan, Ward Councillor, Kodungallur.
- ❖ NSS Volunteers also participated in a **survey for Cancer Detection** organized by Vellangallur Gramapanchayath during the month of October, 2017.
- ❖ **Organ Donation Awareness** class was conducted on November 16, 2017 in association with the ALUMNI of the college. During the occasion Organ Donation Agreement was obtained from volunteers.
- ❖ AIDS: Reality and Notions- an **awareness lecture on AIDS** was conducted on December 6, 2017. The lecture was presented by Dr. Sandeep Sreeharshan, Resident Medical Officer, Emergency Medicine Department, Aster Medcity Hospital, Kochi.
- ❖ **Compassion to fellow being**: After the OKHI cyclone disaster which spread havoc throughout Kerala, the NSS volunteers of KKTMM Govt. College extended their services to the people of Eriyad, a place near Kodungallur.
- ❖ **Food package distribution** is regularly done by the students union to the needy and poor, especially the poor patients in government hospital in Kodungallur.
- ❖ **Environment responsibility**: to inculcate environment responsibility among the students and spread awareness about conserving nature for sustainable development various activities are conducted throughout the year.
- ❖ NSS volunteers organized **Energy Conservation Day** (December 14, 2017) celebration which included programs like painting and drawing exhibiting the importance of Energy Conservation.
- ❖ Department of Botany and Department of Zoology in association with Department of Social Forestry (Thrissur) celebrated **World Wet Land Day** on February 2, 2018.
- ❖ An awareness lecture on **Vanishing Wetlands – A Threat To Water And Food Security** by Dr. S. Sreekumar (Visiting Professor, Dept. of Environmental Sciences, University of Kerala) was conducted on February 8, 2018. A poster exhibition on the theme “Wet Lands for our Future” was organized by Department of Botany.

- ❖ **Visit to old age homes** is also taken up by various departments from time to time. This year NSS volunteers visited 'Sangameshalaya'- a home for Old aged people on Christmas day.
- ❖ During the seven day camp of the NSS (December 22-27, 2017), volunteers took up activities including Road Construction, Well Cleaning and Surveys.
- ❖ Cleaning of adopted wards of Kodungallur was done during the month of January, 2018 by NSS volunteers.
- ❖ **ABHAYAM- Home for the Homeless** is an initiative of NSS of the college to help construct home for the needy, especially the deserving students of our college. During 2017-18, the NSS has started the construction of a house for one of our students of Department of History in Eriyad Gramapanchayath.
- ❖ Inculcating moral values and good habits among students is also a part of Snehasparsham. **Vimukthi-Anti Drug Activity** is one such venture which is a drug eradication program conducted by the Excise Department of the State. NSS volunteers actively participate in the various program connected with this.
- ❖ Community services are extended in form of **Entry to Service**-a coaching program to face various competitive exams, **coaching for National Eligibility Test** etc are provided free of cost to students and public.
- ❖ **Student counselling** for both academic and non-academic purposes are undertaken by the faculty as per the need for not only the students of the college but also to students of other institutions.
- ❖ **Palliative Care** is yet another societal obligation activity taken up on a regular basis by NSS. Volunteers participated in various programs like rallies, seminars etc. in connection with Palliative care.
- ❖ **Sports training:** Department of Physical Education in collaboration with the SkyHigh Tennis Academy, (Irinjalakuda) provided tennis coaching to the students of various schools in the adjacent community. Around 20 kids from 5 years onwards actively participated in the summer camp held during April and May, 2018. Apart from the faculty of our college, an experienced and AITA certified coach was in charge of the training programme. The coaching camp still continues during weekends and holidays.

